

Electronic Filing News

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What's New on our ECF Website?

<http://www.mnd.uscourts.gov/cmecf/index.htm>

- **Updated ECF Procedures Guides**—In September 2005 the Criminal and Civil ECF Procedures Guides were updated.
- **List of Changes to the ECF Procedures Guides**—A list of the changes that were made to the ECF Procedures Guides is available on the ECF website so ECF customers can easily find the newly edited information.

FREE REPORT AND OPINIONS!

In May 2005 the U.S. District Court Judges began marking select opinions they post to ECF as "written opinions." By doing this in ECF it marks the file as a free document in PACER. To access these free written opinions follow the instructions below:

1. Login into **ECF** or **PACER**.
2. Click on the **Reports** link in the top menu bar.
3. Click on the **Written Reports** link.
4. Use the various selection choices to filter out a specific case, judge, party, type of case or etc.
5. Click on the **Run Report** button.

Message from the ECF Project Team

Electronic Case Filing continues to evolve. Summer of 2005 brought significant changes to criminal procedures and filings. Lawyers are calling with procedural suggestions. Judges are seeing constant benefits of the system. Written opinions are now free. Help desk calls are leveling off (but please don't hesitate to call!). Advanced training sessions are being designed. Future versions of the software are being tested and include improvements to e-notices, reports, remote payment by credit card, and much more. In general, technical life is good in the District of Minnesota. We appreciate your attention to the constant changes and adapting your own procedures accordingly. If you have feedback, please send it to our help desk e-mail account at ecfhelpdesk@mnd.uscourts.gov.

The ECF Implementation: Where is it now?

There are now 83 district courts live on CM/ECF software, with eleven more scheduled to go live in the coming months. The District of Minnesota is now mentoring other courts who are just going through the implementation process. This entails assisting with the development of procedures, training, and rules. After the District Courts are live, the Administrative Office will be focusing on the Appellate Court implementation.




Technology Update

The District Court ECF servers which are currently on Solaris will be moving to LINUX. The court will be migrating its training and testing database servers, then migrating the live system. The Information Services Staff are planning no downtime during this conversion and hope to make the change over seamless.

Another version upgrade will be coming to the courts this fall, or winter, look for version 2.5.

Questions

When I log into ECF I only see  **Reports, Queries and Utilities options.**

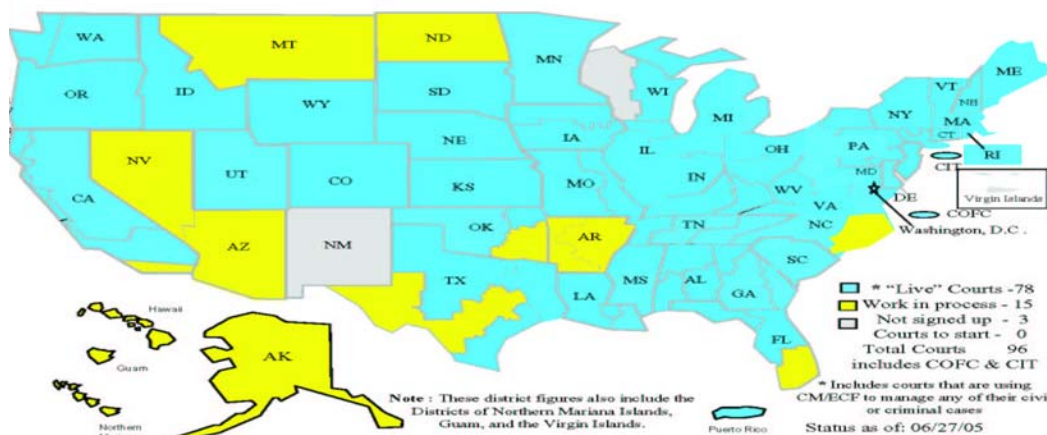
You are probably using your PACER login and password and not the ECF login and Password. **It seems like I cannot change my address in ECF. Why not?**

If the system is linking your account to a law firm you may not be able to change your address information. If this occurs and the fields are not editable, call the ECF helpdesk.

How do I file the local rule word count certificate?

File it as an attachment to the memorandum. There is a category or option available for describing this attachment in ECF.

District Court CM/ECF Implementation Status



Moving On Up! The District of Minnesota recently (October 1, 2005) moved its physical location from the 316 North Robert Street, St. Paul address to 180 East Fifth Street, St. Paul. The mailing address for the U.S. District Court in St. Paul is still the same: 316 North Robert Street, St. Paul, MN 55101. The St. Paul Courthouse is being renovated during the next three years. During this time all court proceedings (EXCEPT CRIMINAL IN-CUSODY proceedings) will be held in the new interim courthouse space in St. Paul. For more information check out the court's website at: www.mnd.uscourts.gov or take a look at the next page.

Supplemental Attachment: The St. Paul Courthouse Moves

You may have already heard that the St. Paul Courthouse moved on October 1, 2005. The U.S. District Court communicated this message as much as possible prior to the actual move via e-mail announcements and the District Court's website. The reason for the move is the need to renovate the current courthouse which was built in the 1960's. The Court and the other agencies moved out of the building located at 316 North Robert Street for approximately 2-3

years. Moving out during the renovation project will help contain the overall project costs. A cost analysis report showed that by moving out during the renovation period, the construction crew can work any time of the day and not be worried about interrupting court proceedings and clerk's office business.

The goals of the renovation include: update operation technological standards of the court, improve security, improve environmental standards, and turn

the federal building from an office building to a federal courthouse. This project will include renovating courtrooms, improving prisoner circulation, adding a special proceedings courtroom, and increasing the efficiency of the clerk's office and jury room.

The District Court is using interim space located at 180 East 5th Street. The building is just one block from the Warren E. Burger Building. The U.S. District Court and Clerk's Office occupy the seventh floor of



The Interim Building located at 180 E. 5th Street.



Courtroom 1 in the Interim Building.



The Clerk's Office in the Interim Building.



Jury deliberation room in the Interim Building.

How will the Move Affect Court Customers?

The great thing about being live on Electronic Case Filing is that filings no longer need to be delivered to or mailed to the U.S. District Court. During and after the move it will be business as usual as far as filings are concerned. The major difference will be how the court will be handling in custody criminal proceedings after **September 12, 2005**.

Since Mid-September, before the actual move, all in-custody criminal proceedings that held before a St. Paul Judge were conducted in the Minneapolis courthouse. The interim space is not set up to transport prisoners, so all of these proceedings are being held in Minneapolis. The court expects the Judges to be traveling back and forth between courthouses on a regular basis. Sometimes a St.

Paul Judge may also add a civil proceeding in Minneapolis so they don't need to travel between cities as often. We may also occasionally find that a Minneapolis Judge will hold court in St. Paul in order to free up their courtroom for a St. Paul Judge. This means it is necessary for court customers to be EXTRA careful of noting the location of court proceedings!

Tips

- Be sure to check, double-check and triple-check the location of your court proceeding before traveling to the courthouse. Call the Calendar Clerk if in doubt.
- Court phone numbers will remain the same.
- When mailing information to the U.S. District Court by U.S. Mail, continue to use the 316 North Robert Street address. The physical address will be 180 East Fifth Street, St. Paul, MN for couriers, Fed Ex, UPS or visitors.
- Courtrooms in the 180 East Fifth Street location will be smaller and technology may be slightly different. Check with the calendar clerk for specifics if there are questions.
- As of October 14, 2005 technology is NOT yet available in the courtrooms.
- You may park at the Lowertown and Jackson ramps which are both con-